



M E M O R A N D U M

To: Ms. Marcia Becerra, Cluster Manager
Job Service Site 1350

Date: June 25, 2008

File No: 74:LR:40:Visalia

From: Ernesto Magaña
Employment Development Department

Subject: MONITOR ADVOCATE OFFICE ON-SITE ANNUAL REVIEW
PROGRAM YEAR 2007-2008
VISALIA JOB SERVICE SITE
FINAL MONITORING REPORT

This Final Monitoring Report summarizes the California Monitor Advocate Office's (MAO) results of the Migrant and Seasonal Farmworkers (MSFW) on-site annual review of the Visalia Job Service (JS) site. Ms. Lucy Ruelas, Associate Monitor Advocate, conducted this annual review from April 22 through April 24, 2008. We focused our annual on-site review on the full range of employment services, benefits, and protections, including the full range of job and training referral services, counseling, and testing provided to MSFWs.

The MAO conducted this annual on-site review under the authority of all related Federal Regulation, including Title 20 of the Code of Federal Regulation (CFR), Chapter V, Parts 651, 653, and 658, applicable State laws, and Employment Development Department (EDD) JS policies and procedures. Specifically, Title 20 CFR, Part 653.108, requires the MAO to perform ongoing reviews of EDD services provided to MSFWs.

We collected information for this report by examining the Visalia JS site's provision of services, job information sharing, job application taking process, outreach program operation, data collection, agricultural clearance order activity, and JS complaint system. Additionally, we interviewed the Visalia EDD JS site management and staff.

Results: There were no findings associated with this annual on-site review.

However, we observed a condition that, if not addressed, may become a finding in the future. We are sharing this observation with local Visalia EDD JS site management to ensure that corrective measures can be implemented to avoid a future finding. The observation is the following:

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Observation:

The Visalia JS site management informed MAO staff that the Visalia JS site was allocated with 1,292 hours for PY 2007-08 for MSFW outreach activities. Based on that information, MAO staff conducted a pre-site analysis of the number of hours used for MSFW activities. We divided the 1,292 hours by 12 months to derive at an estimated monthly use of approximately 108 hours per month. Then, we multiplied the 108 hours by the number of months that had elapsed during the program year prior to the review, which were July 1, 2007 through March 31, 2008, a total of nine months.

Based on the allocation of 1,292 hours, we estimated that, at a minimum, 972 hours of outreach activities should have been spent in nine months. Nevertheless, when MAO staff added the actual reported hours in the Visalia JS outreach logs for outreach activities, we noted that only 652 hours had been used in the same nine months.

During the on-site review, Visalia JS site management explained that there had been a recent change of Outreach Worker assignment and that the hours had not been used as planned. Therefore, during the remainder of the PY 2007-08, Visalia JS site management planned to:

1. Share the approximate balance of the estimated 640 unused hours with other Significant and Special Circumstance JS sites within their cluster to ensure full expenditure of allocated resources
2. Conduct more MSFW Job Search Workshops in conjunction with local partners, including local Community Based Organizations

Recommendation:

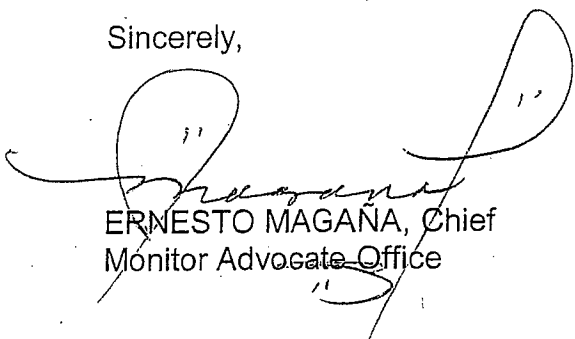
We accept Visalia JS site management explanation for the under expenditure of allocated hours for outreach activities and its proposed corrective measures.

The MAO recommends that in PY 2008-09, Visalia JS site management closely track the use of the allocated hours to ensure complete use of its budget allocation throughout the year to avoid under spending allocated resources. To that end, MAO staff will work with Visalia JS site management to ensure that during PY 2008-09 all hours allocated for outreach activities are fully spent.

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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions, please contact Ms. Lucy Ruelas at (916) 654-6431.

Sincerely,



ERNESTO MAGAÑA, Chief
Monitor Advocate Office

cc: Geneva Robinson, Division Chief
Ray Vargas, Employment Development Administrator
John Dallosta, JS FO Manager